

## **PPI Software Release 5.2: Notes For PERSACT Changes**

### **1. Password Aging added to suite.**

The date a password is established/changed will be captured in Pers-Action-User. This date will be used for determining when a password is 90 days old. Beginning ten days prior to the ninetieth day the User will be notified that the password will expire

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on the ninetieth day. If the User does not change the password during this period once the 90 days have expired access will be denied until the password is changed.

### **2. AE690 Processing.**

- Added NOA 760 - Extension of Temporary Appointment, processing capability.

- Provided the capability to enter either a percentage or an amount for Leader and Meister Supplemental pay.

- Corrected the PTI regeneration procedure to properly move DIN data from the DIN Screen to the PTI String.

- Corrected the AE690 Form to properly move the position title code to DIN JPA of the DIN Screen.

- Increased the Field Size of the Authorizer's Title on the form from 30 to 40 characters.

- Changed the sign of block 35a from a decimal (.) to a percent(%).

- Removed the invalid pop-ups that appeared on the LOV for citizenship and employee ID number fields.

- Corrected the activation of the PTI Button when going from PTI Screen to In-Box.

- Corrected the save of the default status from "OTHER" to "NO STATUS" and the save of the ORG COMPONENT to

the SF52 data table for display on the Inbox/Tracking reports for Germany.

### **3. SF52 Processing**

- Added PERSACTION processing capability for new agency DLA, agency Code 07.
- Added ability to input unique remarks in a mass action request.
- Corrected the not to exceed (NTE1) procedure on page 2 to save correctly.
- Added reject to prevent User from adding a default coordination entry that would result in duplicate sequential coordination.
- Added the automatic spacing out of a TO\_PAS when a TO\_CPCN is entered that is not in the database.
- Corrected the procedure for block 44, Page 3 to populate the UIC instead of the Org\_structure\_id for Army. This problem was limited to Award actions.
- Removed the first blank line that appeared on the Organization Component Cleartext on Page 2.
- Corrected Change in Data Element NOA 800 to automatically ask user what PTI (052, 800) he/she would like to process when the DIN button on page 5 is suppressed.
- Added code to recover from a 'no\_data\_found' error in PTI. This error is caused when the response from DCPDS was not added to the 'DCPDS\_RESPONSE' table due to an error. A message will be provided to the User stating the message was lost and the User should inquire in DCPDS on the employee record, DINs VBY and VBZ to determine if the transaction was successful.
- Corrected the saving of block 40 (Initial Coverage) page 3, for Italy.
- Removed automatic status screen pop-up when user is in tracking and navigates to the status item. Applies to Italy.

- Corrected the overlaying of the "To Step" with "From Step" when editing page 2 for Pay Adjustments (894).

- Increased the size of the Requesting office remarks, page 4 from 255 characters to 2000 characters and the Resignation comments, page 5, from 255 characters to 1000 characters. Applies to Belgium. Corrected the alignment of the Italy Salary Fields in the Remarks Section.

- Corrected the pop up screen that appears when a User other than the original authorizer attempts to clear the authorization signature from "only the originator can clear the authorization" to "you can not remove an authorization unless you were the original authorizer".

- Discontinued the population of block 33 from DIN AMH of the DIN Screen. Block 33 will remain blank for Italy.

- Eliminated the printing of part time hours on the SF52 for full time employees.

- Corrected the navigation problem on page 2 of an establish/fill action. Discontinued the calculation of hours scheduled per week \* 2 and allows input of more than 40 hours. Removed the 052 pop up on page 5 when exiting PTI. Applies to Italy.

#### **4. Changes to the Attach Document Feature.**

Corrected the "Attached By" person's name to reflect the name of the person that actually attached the document.

#### **5. CHANGES TO THE STATUS ITEM.**

When navigating to the 'STATUS' item on page 1 of any of the FORMS (US, Local National), the program will now automatically popup a List of Values screen for the available statuses. Previously, the user had to travel to the status item and click on the list button.

#### **6. CHANGES TO THE TRACKING FEATURE.**

Added the 'Group Code Info' utility. This button (Group Code Info) is provided for information purposes only and it

deals specifically with the Group Code. It allows the user to better understand and manage this powerful feature.

**COORDINATION TRACKING**

Request Number: 97ARMY001046    **Group Code Info**    **Status History**

Status: OTHER: RETRIEVED

Employee Name: ABDUR RAHMAN RASHID

User(s) in Current Inbox: [multiple users]

Group Title	Coordinator Name	Date Received	Date Sent	Route Order
Army MGR Inbox Title	ARMY_MGR	08-29-97 02:25 PM	09-17-97 10:16 AM	1
Army Cpo Inbox Title	ARMY_CP02	09-17-97 10:16 AM	11-12-97 10:31 AM	2
Army MGR Inbox Title	ARMY_MGR	11-12-97 10:31 AM	11-12-97 10:32 AM	3
Army RM Inbox Title	ARMY_RM	11-12-97 10:32 AM	11-12-97 10:34 AM	4
Army Cpo Inbox Title	ARMY_CP02	11-12-97 10:34 AM	11-14-97 10:57 AM	5
Army MGR Inbox Title	ARMY_MGR	11-14-97 10:57 AM	11-14-97 10:59 AM	6

**NOTES**

Action was retrieved for Review

**List   Reports   View   Print   Retrieve   Attach Doc   Quit**

When you press on the button the following screen will appear:

**Information Window**

**FOR INFORMATION ONLY**

**Your Group Code is:**  
"SE\_MON\_PAC\_%"

- ☐ Show All Users in your Group
- ☐ Show All Inboxes in your Group
- ☐ Show All Group Codes for a specific Request Number

**List   Exit   Help**

The screen will display the users' current Group Code assigned to their user id. The screen also gives you three options to choose from.

The first option will list all the user names that have a subordinate group code to the current user.

User Name	Group Code
Brenda Mastaler	SE_MON_PAC_MASTALER%
Carolyn Taylor	SE_MON_PAC_TAYLOR%
Gail Brown	SE_MON_PAC_BROWN%
Kathy Genung	SE_MON_PAC_GENUNG%
Kimberly Rhoades	SE_MON_PAC_%
Vivian Vann	SE_MON_PAC_VANN%
Teri Paffrath	SE_MON_PAC_PAFFRATH%

The second option is similar to the first except it will list all the Inboxes with subordinate group codes. Keep in mind that users, not inboxes, have group codes. The inboxes only have users assigned to them, but because of this association, the inbox inherits the group codes from the users. This is how PERSACT determines what request numbers a particular user can view through tracking.

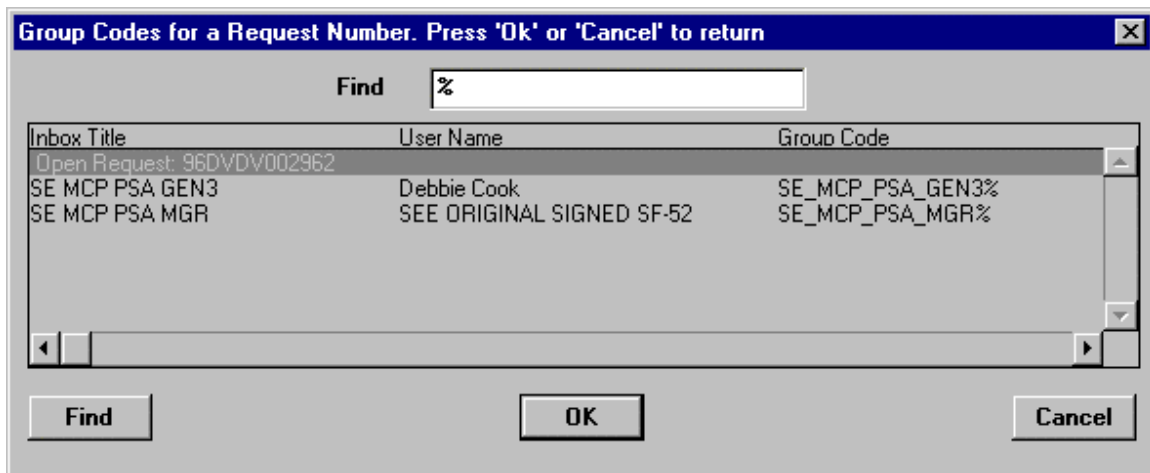
Inbox Title	User Name	Group Code
SE MON PAC POWELL	Robert Powell	SE_MON_PAC_POWELL%
SE MON PAC MASTALER	Brenda Mastaler	SE_MON_PAC_MASTALER%
SE MON PAC TAYLOR	Carolyn Taylor	SE_MON_PAC_TAYLOR%
SE MON PAC BROWN	Gail Brown	SE_MON_PAC_BROWN%
SE MON PAC GENUNG	Kathy Genung	SE_MON_PAC_GENUNG%
SE MON PAC RHOADES	Kimberly Rhoades	SE_MON_PAC_%
SE MON PAC VANN	Vivian Vann	SE_MON_PAC_VANN%

The last option is provided so a user can trouble shoot a particular request number. For example, if a user is trying to view a request number through tracking and is not able to find it in either closed or open actions, he/she

could go into the 'Group Code info' utility and see what group codes (what inboxes) the request has been coordinated to. All the user need to do is type a request number (or do a list to find a request) and press the 'OK' button.



In this example you can see that the reason the user does not have access to request number '98DVDV002962' in tracking is because it has not been coordinated to an inbox that has a subordinate group code.



There is also a 'Help' button that will clarify and expand on information related to group codes.

## 7. PTI Changes.

PTI has been enhanced to improved performance. Users should see a noticeable improvement in their navigation from page to page and in almost every feature of PTI. In addition to improved performance, there are several

features that are new. The first is the 'Page' item on the lower right hand side of the screen. If you click on the down arrow, you can click on any number and travel directly to that page in lieu of having to click on the 'NEXT' button.

PTI 702 Request No. 97ARMY001046 Page 1 of 13				
<input checked="" type="checkbox"/>	AUTH_CODE_1_PROJ	CGM	5 U.S.C. 552A(E)(5)	ABC
<input checked="" type="checkbox"/>	ACTION_EFF_DATE_PROJ	11-05-97		AJB
<input checked="" type="checkbox"/>	CONVERSION_IND_FLAG_PROJ	2		AJD
<input checked="" type="checkbox"/>	DRAWDOWN_ACTION_ID_PROJ	2	SEPARATION-INCENTIVE-COMPONENT-FUNDS	ABI
<input checked="" type="checkbox"/>	DT_FEHB_REG_ELIG_EXPIR_P	10-10-97		AAB
<input checked="" type="checkbox"/>	DT_LIMITED_APPT_EXP_PROJ	10-10-97		AAC
<input type="checkbox"/>	DT_PROB_TRI_PRD_ENDS_PR	10-10-97		AAE
<input type="checkbox"/>	DT_VET_RJT_CONV_DUE_PR	11-05-97		AAF
<input type="checkbox"/>	AUTH_CODE_2_PROJ	8TR	AF REG 40-321	ABD
<input type="checkbox"/>	FEHB_TOT_COST_TEMPS_PROJ	1		ABE

To view full Cltx, click on Data Name. Enter '\*' instead of space, Dates as MM-DD-YY.

Legend:     Required DIN     Mandatory DIN     Optional DIN

PAGE: 1

NEXT PREV LIST EXPAND ADD DIN FIND OK CA 2 3 4

If you are viewing an item and the cleartext has been cut off the screen because of its size, simply click anywhere on the data name (SPID\_PROJ) and the full clear text will be displayed on the bottom white block.

PTI 702 Request No. 97ARMY001046 Page 2 of 13			
<input type="checkbox"/>	NOA_NTE_DTE_PROJ	11-05-97	ABF
<input type="checkbox"/>	SPID_PROJ	01 PAQ INTERN/CAR-PROG CAR-BROAD TO BE GA	ABP
<input type="checkbox"/>	PRP_SCI_STATUS_EMPL	Q PERM DECRT INITIAL SCREEN	AEJ
<input type="checkbox"/>	DT_TEMP_POSN_CHG_EXP_PR	11-05-97	AHX
<input type="checkbox"/>	DT_POSN_COM_PR	11-05-99	AKE
<input type="checkbox"/>	SUPV_DIFF_PAY_PROJ	00000	AL4
<input type="checkbox"/>	STEP_IN_GRADE_CIV_PROJ	09 NINTH STEP-IN-GRADE	ALC
<input type="checkbox"/>	PAY_RATE_DETERM_PROJ	0 REGULAR RATE	ALD
<input type="checkbox"/>	SAL_LEFT_TO_EARN_PROJ	04444500	ALE
<input type="checkbox"/>	DT_TEMP_PROM_EXPIR_PROJ		ALF

PAQ INTERN/CAR-PROG CAR-BROAD TO BE GAINED BY AFMEA

Legend:   Required DIN   Mandatory DIN   Optional DIN

PAGE: 2

Also, the 'FIND' button will now highlight in red the Data Name and DIN of the item the user is searching for. If the item does not contain data, the cursor will travel to the data block. If it does contain data, it will stay in the 'FIND' button.

## 8. Changes to the Inbox.

Grids have been added to the Inbox screen to make the reading of the columns easier.



**INBOX NAME: Army Cpo Inbox Title**

Request #	PP	SER	GR	Organization	Form	Type	Employee	*N	C	S	A
97001110					ISF52	ABOLISH POSI		Y			
97001111	C1	0303	04	JBE1W1EDAAJ	AE690	ABOLISH PO	ALUPATSANNELORE	Y			
97001112	WG	5703	07	4LOJFPVLLGT00	SF52	ESTAB/FILL	ACCESSION POSITION				
97001118	GS	0203	06	4LOJFDHVDPC	SF52	REALIGNMENT		Y	Y	?	
97ARMY001046	AD	1710	09	EPRAN800	SF52	PROMOTION	ABDUR RAHMAN RASHID	Y	Y		
97ARMY001047	GS	0203	06	4LOJFDHVDPC	SF52	PROMOTION	ACEVEDO RAFAEL JR	Y			
97ARMY001048	GS	0318	04	4L1LFLC3DOTS	SF52	PROMOTION	MIZZZZ ARLENE B				Y
97ARMY001049	GS	0203	06	4LOJFDHVDPC	SF52	DETAIL NTE	ACCESSION POSITION				
97ARMY001076	BB	5003	06	JBE1WB0F99EF	BSF52	CHG HOURS	ALUPATS GEORGES	Y			
97ARMY001096	Z2	0318	05	DZTCWOU5AASBG	AE690	PROMOTION	BALANDRAN MELANIE	Y		Y	
97ARMY001101				4LOJFHR6LGMHI	SF52	SPECIAL ACT	ACKISON CHRISTOPHER			?	
97ARMY001102	IG	0645	08	EZP8WH3S9EB	KSF52	EXTENSION OF	ALUPATS				
97SE001030	WG	3502	02	4LOJFHR6LGMHS	SF52	PROMOTION	ABERNATHY MARLA S				
98000001	BA	1173	09	JBE1WB0F99EDB	BSF52	PROMOTION	ALUPATS FRANS	Y			

**\*N** column: Y=Indicates notes are attached to the request.  
**C** column: Y=Indicates a core document is attached to the request.  
**S** column: Y=PTI Response read R=PTI Response received but not read ?=Waiting f/Response  
**A** column: Y=Indicates document(s) are attached.

Create Edit Coordinate PTI Print Batch Print Attach Doc  
 Notes Delete Close Sort Track Reports Quit

## 9. Other Changes.

- When clicking on the 'TO\_ORG\_COMPONENT', there is a new screen that will allow the user to filter out unwanted entries in the List of Values (LOV) screen. By filtering out codes, the user should see a considerable performance improvement in the LOV popup screen.

**REQUEST FOR PERSONNEL ACTION** Page 2 of 5

FIRST ACTION			SECOND ACTION		
Code	Nature of Action	MMDDYY	Code	Nature of Action	MMDDYY
0702	Promotion				
Code	Legal Authority		Code	Legal Authority	
CGM	5 U.S.C. 552A(E)(5)	TEST 1	ABK	ACWA OUTSTANDING	
Code	Legal Authority		Code	Legal Authority	
8TR	AF REG 40-321	TEST 2	A2M	CS CERT NO	

**FROM** FROM: Position Title and Number  
TEACHER (ART)

**TO** TO: Position Title and Number  
M3D1206004

Pay Plan	Occ. Code	Grade/Level	Total Salary	Pay Basis
AD	1710	09	4,335.00	PH
Basic Pay	Loc. Adj.		Basic	Other
21.72	0.00		450.00	

Name and Location of Position  
9P

**Please Enter an Org Component Prefix to narrow your Search or Leave Blank for All**

OK CANCEL

1 2 3 4 5 PTI Code: 702 OK LIST REGIONAL CANCEL

**Organization Component**

Find %

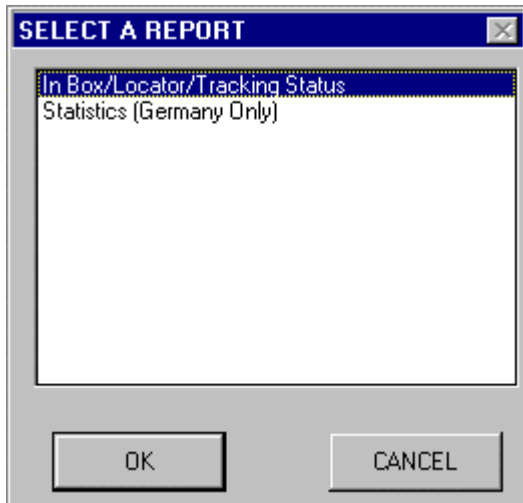
Code	Line 2
9P01FY2PA4	MEA 0000 MEA FO
9P01FY2PAED	MEA 0000 MEA FO
9P01FY2PAEDA	MEA 0000 MEA FO
9P01FY2PAEDB	MEA 0000 MEA FO
9P01FY2PAEDC	MEA 0000 MEA FO
9P01FY2PAEDD	MEA 0000 MEA FO
9P01FY2PAEDF	MEA 0000 MEA FO
9P01FY2PAEDM	MEA 0000 MEA FO
9P01FY2PAEDP	MEA 0000 MEA FO

Find OK Cancel

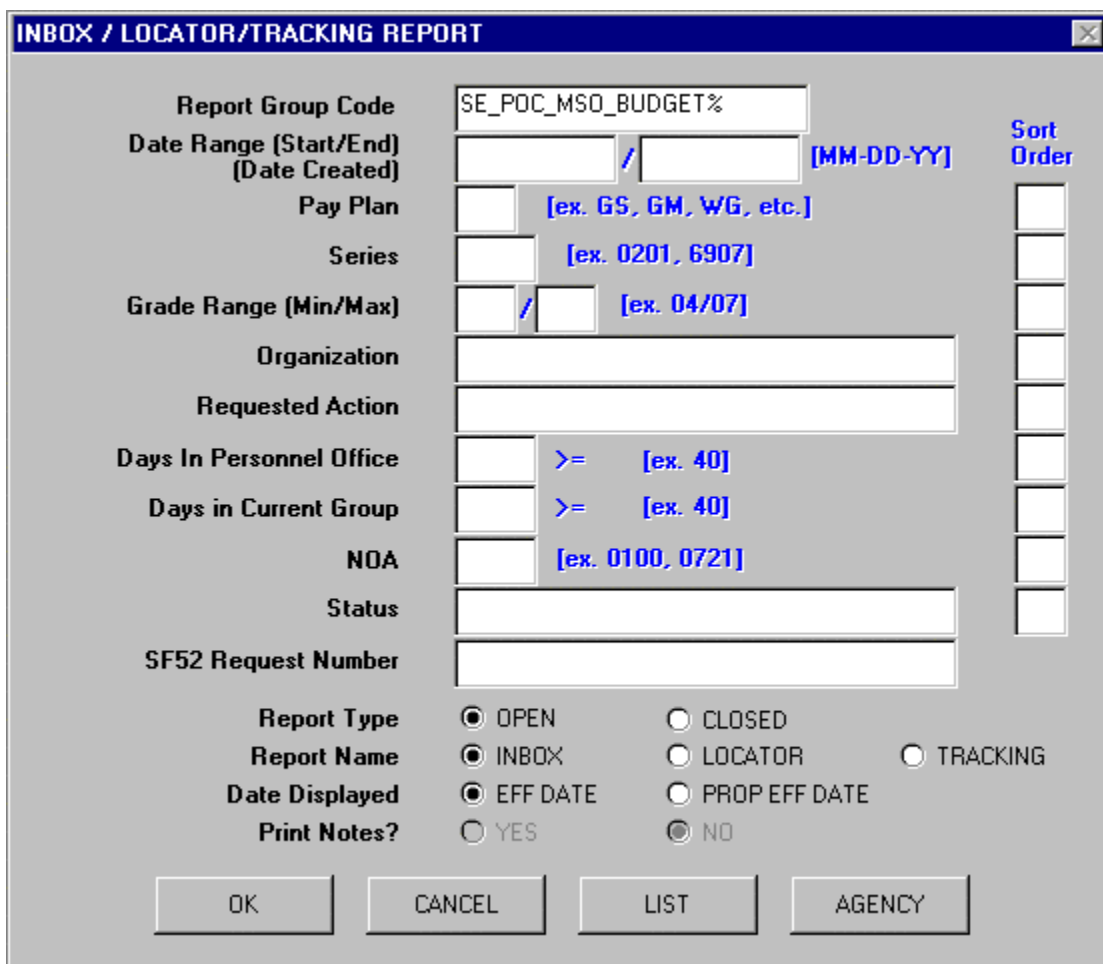
## 10. REPORTS

- Changed the size of Pay Plan on the Inbox/Tracking Reports from two to three characters to accommodate Italy and Germany Pay Plans.

- Added new Report "Inbox/Tracking", which combines Inbox and Tracking actions into a single report.



A dialog box titled "SELECT A REPORT" with a close button in the top right corner. It contains a list box with two items: "In Box/Locator/Tracking Status" (which is highlighted) and "Statistics (Germany Only)". At the bottom, there are two buttons: "OK" and "CANCEL".



A form titled "INBOX / LOCATOR/TRACKING REPORT" with a close button in the top right corner. The form is divided into several sections for data entry:

- Report Group Code:** Text box containing "SE\_POC\_MSO\_BUDGET%".
- Date Range (Start/End) (Date Created):** Two text boxes separated by a slash, with a "[MM-DD-YY]" label to the right.
- Pay Plan:** Text box with "[ex. GS, GM, WG, etc.]" as a hint.
- Series:** Text box with "[ex. 0201, 6907]" as a hint.
- Grade Range (Min/Max):** Two text boxes separated by a slash, with "[ex. 04/07]" as a hint.
- Organization:** Text box.
- Requested Action:** Text box.
- Days In Personnel Office:** Text box with ">=" and "[ex. 40]" as a hint.
- Days in Current Group:** Text box with ">=" and "[ex. 40]" as a hint.
- NOA:** Text box with "[ex. 0100, 0721]" as a hint.
- Status:** Text box.
- SF52 Request Number:** Text box.

To the right of these fields is a vertical column of eight empty boxes labeled "Sort Order".

At the bottom, there are four groups of radio buttons:

- Report Type:** ☒ OPEN, ☐ CLOSED
- Report Name:** ☒ INBOX, ☐ LOCATOR, ☐ TRACKING
- Date Displayed:** ☒ EFF DATE, ☐ PROP EFF DATE
- Print Notes?:** ☐ YES, ☒ NO

At the very bottom are four buttons: "OK", "CANCEL", "LIST", and "AGENCY".

